

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-54

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Other

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Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

3-54

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

Generic Technical Editing Suppot for RAF Document

Purpose:

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Work Assignment

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Work Assignment Close-Out

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Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 01/23/2012 To 11/30/2012

Comments:

☐

Superfund

## Accounting and Appropriations Data

☒

Non-Superfund

SFO  
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 11/30/2012

This Action:

Total:

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Michael Broder

Branch/Mail Code:

Phone Number 202-564-3393

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

## **PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: 54**

<b>Title:</b>	Technical Editing Support of Risk Assessment Forum documents
<b>Scope of Work Reference:</b>	Task: 2.2
<b>Period of Performance:</b>	Date of Issuance through November 30, 2012
<b>Work Assignment COR:</b>	Michael W. Broder Office of Science Advisor U.S. EPA (8105-R) Office of the Science Advisor 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-3393 Fax: (202) 564-2070
<b>Alternate Work Assignment COR:</b>	Lawrence Martin Office of the Science Advisor U.S. EPA (8105-R) 1200 Pennsylvania Ave., NW Washington, DC, 20460 Telephone (202) 564-6497 Fax: (202) 564-2070
<b>Project Officer:</b>	Verla Sutton-Busby U.S. EPA (8102R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6808 Fax: (202) 565-2910

### **A. BACKGROUND**

Federal regulatory agencies often rely on risk assessments as a primary component in their decision-making process. To ensure that assessments are conducted in a consistent and transparent manner the Environmental Protection Agency develops guidelines, guidance documents and "white papers" to provide a framework for analyzing data. EPA's Risk Assessment Forum (RAF) is charged with coordinating the development of Agency-wide guidelines and guidance documents that provide that framework.

## **B. PURPOSE**

As noted above, guidelines and related products are among the most important products generated by EPA. The intent of these products is to inform risk assessors how to acquire data and how to apply it to a risk assessment; to promote consistency on how risk assessments done across the agency; and to inform stakeholders and other interested parties how EPA conducts its assessments. As such, these documents need to be written in a clear and concise manner.

Technical editing follows the development of content for the document and serves to provide clarity. This assignment is intended to edit and ensure accuracy and consistency throughout the document in content and voice, avoid redundancy, and above all, ensure that the information is clearly and accurately presented. It is important that the document contain the appropriate level of sophistication without being either overly simplistic or too technical. Hence it needs to strike a balance between the educated lay reader and the technician performing the assessment.

This work assignment will cover technical editing of several documents for which technical direction will be issued for each product. The technical direction will contain instructions specific to the project. It is anticipated that this work assignment will cover six (6) documents of 100 pages each.

## **C. KNOWLEDGE AND SKILLS REQUIRED**

Although much of the content will be provided, it is essential that the contractor possess demonstrated experience in the production of EPA guidelines with expertise in human health and ecological risk assessment methods, to adequately critique and edit RAF documents for clarity and consistency, as well as providing grammatical editing.

## **D. TASKS**

### **Task 1. Prepare the Work Plan and Cost Estimate**

The Contractor shall prepare a work plan and cost estimate within 15 calendar days after receipt of work assignment. For each technical directive, the contractor shall prepare a cost estimate that includes the breakdown of the level-of- effort and other essential items. The cost estimate is due no later than ten (10) days following receipt of the Technical Directive. The cost estimate shall be submitted to the EPA WA COR, Project Officer (PO), and Contracting Officer (CO).

### **Task 2. Establish Communication**

Within two (2) weeks of receiving the technical directive, the contractor shall convene a conference call with the COR, workgroup members, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment. The contractor shall initiate additional communication with the COR should developments arise that will affect the conduct or schedule of the assignment. In particular, the contractor shall review the technical direction provided along with the work assignment to ensure that the Contractor understands the items.

**Task 3. Technical Editing**

The Contractor shall review and edit the document addressing grammatical, syntax, and spelling errors that may exist in the document with specific attention to the items listed in the technical direction. The technical direction may also include associated activities such as tabulating reviewers' comments on draft documents. The Contractor shall maintain ongoing communication with the COR to ensure quality and timely completion of the project.

**Task 4. Delivery of the Final Product**

The Contractor may deliver three (3) hard copies in addition to the electronic version (MS Word 2007) of the edited document to the COR including both clean and marked drafts: the latter shall be a revised document presented as a "track changes."

**E. SCHEDULE AND DELIVERABLES**

<b>Product</b>	<b>Due Date</b>
<b>Task 1.</b> The Contractor shall prepare a work plan and cost estimate	Within 15 calendar days following receipt of Work Assignment TD Cost estimates due within ten days following receipt
<b>Task 2.</b> The Contractor shall convene a conference call with the COR, workgroup members, and appropriate contractor staff to discuss the work plan, and to clarify outstanding questions, confirm the schedule and address outstanding issues.	Within two weeks following receipt of Work Assignment
<b>Task 3.</b> The Contractor shall review and edit the document addressing grammatical, syntax, and spelling errors that may exist in the document with specific attention to the items listed in the technical direction laid out in the attachment.	As specified in the technical direction.
<b>Task 4.</b> The Contractor shall deliver three (3) hard copies and one (1) electronic version (MS Word 2007) of the draft document to the COR including each in both clean and marked drafts: the latter shall be a revised document presented as a "track changes."	As specified in the technical direction.

**F. Acceptance Criteria**

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be in MS Word 2007, PowerPoint 2007 and Excel 2007 computer format.

**G. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

#### **H. CONFIDENTIALITY**

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.